

**South Arkansas Community College
Minutes of the Board of Trustees Meeting
Administration Building Board Room
April 21, 2015**

Trustees present: Steve Cameron, Steve Cousins, Gary Griffis, Dr. Kermit Parks and Charlie Thomas

Absent: Patty Cardin, Veronica Creer, David Ross, Tasha Sinclair

Staff present: Phil Ballard, Dr. Mickey Best, Art Brown, Dr. Jim Bullock, Dr. Michael Chikeleze, Bruce Hankins, Donna Hendricks, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Jamie McConathy, Graham Peterson, Cynthia Reyna, Jim Roomsburg, Dr. Stephanie Tully-Dartez, Heath Waldrop, Ray Winiecki

Others present: Ryan Crawford, Jenifer Miletello, Marcus Tatum (PBL Students); Vicki de Yampert (former Trustee); Brian Wilson (CADM); Kelsey Womack (El Dorado News-Times)

I. **Call to Order** – Mr. Steve Cousins, chair, called the meeting to order at 3:46 p.m.

II. **Recognitions and Awards**

- Mr. Cousins recognized and presented Vicki de Yampert with a memento for her dedicated service and support as a Trustee from 2009-2014.

Dr. Jones recognized the following:

- SouthArk Phi Beta Lambda (PBL) members competed against PBL members from two-year and four-year colleges in Arkansas at the 2015 Arkansas Leadership Conference in Little Rock. PBL did extremely well in state competition, bringing home 11 first place finishes (including one team of 3) and 7 second place finishes (another team of 3). All of those students qualified for nationals. There were 9 thirds, 5 fourths and 4 fifths. SouthArk was one of two colleges that received the Gold Chapter award.
- Mr. Ray Winiecki recently attended the SkillsUSA State Leadership and Skills Conference in Hot Springs. Mr. Winiecki received the 2015 Arkansas SkillsUSA Honorary Lifetime Membership Award for Administrator.
- Outgoing trustee, Dr. Marc Parnell, was not able to attend the meeting today and will be recognized at a later time.
- Dr. Kermit Parks is attending his first official board meeting. Ms. Tasha Sinclair will join the Board officially at the next meeting.

III. **Performance Based Funding Outcomes** – Dr. Stephanie Tully-Dartez reported on the Performance Based Funding, noting that SouthArk met all mandatory measure guidelines.

IV. **Approval of Regular Meeting Minutes** –February 17, 2015. Board approved.

V. **Approval of Consent Agenda** – Mr. Cousins

A. Personnel Report – Dr. Jones reviewed the personnel report and announced the following interim position appointments:

New Employees:

Alice Hicks	Advisor for Carl Perkins Grant Program	03.02.15
Adrienne Lawrence	Administrative Specialist – Vice President for Student Services	03.30.15
Vanessa Williams	Director of Student Success Services	03.30.15
David Smith	Public Safety Officer	04.01.15

Promotions/Transfers/Organizational Changes:

Dr. Michael Chikeleze	to Interim Chief Administrative Services Officer from Director of Administrative Services	02.16.15
Bruce Hankins	to Interim Chief Financial Officer from Controller	02.16.15
Ann Southall	to Manager, Budget, Procurement, and Payables from Manager, Procurement and Payables	02.16.15

Resignations/Retirements/Terminations:

Brandon Bolden	Career Coach	03.11.15
Jamie McConathy	Dean, Continuing Education	04.21.15

- B. Monitoring Reports
 - Policy # 6 – Emergency President Succession
 - Policy # 9 – Communication and Support to the Board
 - Policy #29 – Diversity
 - Policy #30 – Policy Governance Review
 - Parks/Griffis. Board approved A and B.
- C. Approval of Board Calendar – Cameron/Griffis. Board Approved.
- D. Approval of Proposed 2015-2016 Tuition and Fees Schedule (in folder and presented as committee report)

VI. Board Committee Reports

- A. Real Estate/Facilities Committee – Mr. Charlie Thomas made a recommendation from the committee to approve and proceed with the proposed Advanced Manufacturing Training Center (AMTC) construction project as presented. Board approved, pending financing.
- B. Personnel/Planning Committee – Mr. Gary Griffis – no report
- C. Budget/Finance Committee – Mr. Steve Cameron made a recommendation from the committee to approve the proposed FY 2016 tuition and fees and course fees as presented. Board approved.
- D. Policy Governance Committee – Mr. Steve Cousins – no report

VII. Chair's Report – Mr. Cousins

- A. Review of ENDS of College
- B. Board Evaluation of Own Performance/Policy Governance Model – distributed.
- C. Board Process and Performance Monitoring – Mr. Cousins noted that the Board is following procedure.
- D. Determine Date for July 2015 Board Retreat – Mr. Cousins asked Susan Jordan to poll the Trustees to determine the best date.
- E. Concealed Weapons on Campus – Act 226 of 2013 – Mr. Cameron made a motion for SouthArk to opt out. Thomas seconded. Board approved.

VIII. Financial Services Report – Mr. Bruce Hankins

- A. February Monthly Financial Reports
 - February highlights included total unrestricted revenue of \$10,609,690.11 which was 72.03% of the total budget of \$14,729,988. Total unrestricted expense of \$9,039,429.53 was 61.37% of the total budget of \$14,729,988. Excess revenue over expense at February 28, 2015 was \$1,570,260.58. Total cash and investment at February 28, 2015 was \$7,754,512.49.
- B. March Monthly Financial Reports
 - March highlights included total unrestricted revenue of \$11,346,587.25 which was 77.02% of the total budget of \$14,732,088. Total unrestricted expense of \$10,223,814.71 was 69.40% of the total budget of \$14,732,088. Excess revenue over expense at March 31, 2015 was \$1,122,772.54. Total cash and investment at March 31, 2015 was \$7,467,038.19. A budget transfer of \$11,000 from contingency for extra help in the procurement area and accounting supplies was recorded along with several budget reallocation entries during the month.

IX. President's Report – Dr. Barbara Jones

- A. Administrative Reports were presented with the following highlights:
 - Interim Chief Financial Officer – Mr. Bruce Hankins:
 - The Arkansas Division of Legislative Audit's annual auditing field work for the year ending June 30, 2014 is complete and is in the review process. A final audit report will be issued in the summer.
 - The Fiscal Year 2016 budgeting process is nearing completion.
 - The Business Office started Jenzabar training.
 - Interim Chief Administrative Services Officer – Dr. Michael Chikeleze
 - Brown Engineers was hired as the on-call mechanical, electrical, plumbing (MEP) engineer to assist with College maintenance issues.

- The College has completed the purchase of the property at 411 South West Avenue.
- Mr. Graham Peterson reported that SouthArk has complied with Act 1494 (2009) by reducing energy consumption by 24.98%; 4.98% greater than required.
- CADM architects are progressing with the plans for the Advanced Manufacturing Training Center (AMTC) project.
- The College has complied with Section 702 of the Choice Act (2014) which allows certain out-of-state veterans to be treated as state residents for tuition purposes.
- HR and Payroll staff have participated in Jenzabar training.

Vice President for Learning – Dr. Mickey Best:

March:

Business & Technology: Fast Lane offerings are being developed for business and industry to move people quicker in to the workforce.

Career & Technical Education: The Career Center gave a presentation to over 300 El Dorado high school 10th graders on February 18th. Career and Technical Education programs were highlighted at the Warren Rotary Club on March 3rd and to Smackover/Norphlet 10th graders on March 10th with approximately 100 students in attendance. These are all activities associated with the Center's ongoing recruitment efforts for the 2015-2016 school year.

Continuing Education: Corporate Education participated in a Department of Labor site visit regarding electrical and plumbing apprenticeship programs on March 3.

Distance Education: Closing the Distance Seminars upcoming -- February 19, ***Engaging Online Students***, and March 17, ***Continuous Improvement and Quality Assurance in Online Courses***. The Distance Learning Committee recently reviewed learning management systems (Blackboard, Jenzabar, and Canvas). Priorities for purchasing criteria include: Moving to a managed hosted solution that requires vendor and not SouthArk IT hosting, a system that includes helpful communication tools, ease of use, and the feasibility of meeting licensing costs for the next three years.

Health & Natural Sciences:

- **OTA (Occupational Therapy Assistant)**
 - 100% pass rate for national certification examination (second year in a row).
 - OTA annual accreditation report was submitted. Site visit will be February 1-3, 2016.
- **Nursing**
 - 46 applicants to date for 2016 ARNEC (Arkansas Rural Nursing Education Consortium) SouthArk.
- **MLS (Medical Laboratory Science)**
 - MLS students will enter the MLS Quiz Bowl in Little Rock on April 17, 2015.

Liberal Arts: Arts in April will include a student art exhibit and sale (April 23-29), a performance of Mozart's ***Requiem*** at 7:00 p.m. (April 23), the 18th annual ***Writers' Ink*** awards ceremony and public reading at 2:00 p.m. (April 26), ***SouthArk Singers*** concert and student recital (April 30). Alpha Gamma Iota chapter of PTK spring induction ceremony on Friday evening, April 10, at 6:00 p.m.

April:

Career & Technical Education:

- 320 Barton 8th graders toured east campus on April 1st.
- April 8th Career Center recruitment visit to Strong High School to visit 25 tenth graders
- April 8th Over 150 east campus CTE students participated in a Job Lingo (soft skills).

Distance Education:

- Closing the Distance Seminar Series, April 2, 2015, "Ten Steps Toward Universal Design of Online Courses," and April 16, 2015, "Online Course Peer Review Process."

Health & Natural Sciences:

- 10 PTA students attended a national physical therapy conference in Indiana last month.
- On-site accreditation workshop planned for July 2015. Accreditation self-study due summer 2015

- 4-day on-site CAPTE (Commission on Accreditation in Physical Therapy Education) set for November 1-4, 2015.

Vice President for Student Services – Dr. Jim Bullock:

March:

Student Services continued its efforts to **engage** students in the following ways:

1. Financial Aid

Recently, the Financial Aid staff offered workshops at the following high school campuses in our service area to assist students in understanding what they need to know about financial aid.

- Smackover High School Financial Aid Night – February 12
- Strong-Huttig High School Financial Aid Night – February 12
- Westside School Financial Aid Night – February 17

2. Enrollment Services

The SouthArk recruiter visited six high school campuses in our service area.

3. Student Services Division

- SouthArk hosted a meeting of the superintendents and principals of Union County on February 19 to discuss concurrent enrollment, digital learning opportunities, and other ways that SouthArk can partner with them to contribute to the educational success of area high school students.
- On February 21, SouthArk hosted the fifth annual African American Family and Friends Day in celebration of Black History Month in particular and diversity in general.

April

Student Services continued its efforts to **engage** students in the following ways:

1. Enrollment Services

- 2. Retention.** SouthArk's student advising coaches report that a revised early alert model is showing signs of increased use and effectiveness.

3. Student Services Division

- On March 6, SouthArk received word from the Arkansas Department of Education that it has been approved as a digital learning provider in Arkansas. Recent Act 1280 legislation has mandated that all Arkansas students must take at least one course in a digital learning environment between the 9th and 12th grades before they can graduate. This approval means that SouthArk can provide such digital courses to high schools to assist their students in meeting the new requirement.
- SouthArk continues to work on its accreditation reaffirmation from the Higher Learning Commission (HLC). Steering Committee co-chairs Dr. Mickey Best and Dr. Jim Bullock hosted a focused workday on March 23 to advance the writing of the first draft of the required Assurance Argument that must be submitted prior to the HLC's campus visit scheduled for November 2016. In addition, a team of five attended the annual meeting of the HLC in Chicago March 27-31 to gain further insights in preparation for this visit next November.

Chief Information Officer – Dr. Tim Kirk:

March:

Enterprise Resource Planning (ERP) upgrade

- Jenzabar was on campus last month to conduct additional training.

Emergency Alert System

- The system was successfully used to alert faculty, staff, and students of closures and delayed openings during the recent inclement weather.

April

Enterprise Resource Planning (ERP) Upgrade

- Jenzabar training continues.

Data Center Upgrades

- IT staff continue with the process of data center upgrades.
- The process that permits students, faculty and staff to change their passwords and to answer security questions to create and reset their password is in place.

Chief Institutional Effectiveness & Advancement Officer – Dr. Stephanie Tully-Dartez:

1. SouthArk has purchased a subscription to Weave assessment management software. This service will assist with data management and reporting as well as allow faculty to independently update their credentials and professional development information. Training will be conducted for faculty and staff in April-June.
2. Dr. Stephanie Tully-Dartez and Dr. Mickey Best are serving on a committee through Arkansas Community Colleges to review the performance based funding metrics and propose benchmarks.
3. Released a summer ad campaign specifically targeting traditional age students.

Director of Foundation and External Funding – Ms. Cynthia Reyna:

1. The Donor/Scholar luncheon was held on Thursday, April 9, at noon in the El Dorado Conference and Student Center with 71 attending.
2. The annual employee fund drive is complete with 61% participation, up from 51% last year. The total raised was \$13,522, compared to last year at \$8,994.
3. The annual community fund drive is ongoing.
4. Phase II of the grant application for the W.F. and Estelle McWilliams House (Calahan residents) will be presented to the Arkansas Natural and Cultural Resources Council (ANCRC) Board on May 6 The request in the amount of \$422,805 is for continued renovation.

Dr. Jones, President:

- Dr. Jones, Dr. Best, Dr. Bullock, Dr. Tully-Dartez and Mr. Winiiecki attended the Higher Learning Commission Conference in Chicago. This is an opportunity to meet, share and learn from other colleges regarding important areas of emphasis in preparing for accreditation.
- Dr. Jones attended the American Association of Community Colleges (AACC) Conference in San Antonio. She participated in a panel presentation for the Voluntary Framework of Accountability.
- April is Community College Awareness Month.
- Mr. Bill Stovall, ACC director, will be the commencement speaker on May 15.
- Mr. Phil Ballard reported that Ndaba Mandella, the grandson of Nelson Mandella, will be the Lecture Series speaker on September 22nd.

X. **Announcements/Upcoming Events**

XI. **Executive Session** (if required) – none

XII. **Adjournment** – The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Marc D. Parnell, O.D.
Secretary